

TAB

STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010002-0

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JUNE 15 1966

CONFIDENTIAL

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-190: dated 11 January 1965

██████████  
Analyst, GS-12  
DDI/NPIC/PID/MEB

30 SEP 1966

A. Summary of Suggestion

1. Past Method:

a. Acetate sleeve, chip protectors were purchased in quantity according to Exhibit 1. The photo analyst would cut a chip from the roll of film--then slide it into the sleeve.

b. To view the chip under a microstereoscope, the analyst placed the sleeve, with its chip into position for viewing, or he removed the chip by sliding it out of the sleeve. The latter method was used so he could view the image without the distortion caused by the acetate, and to remove the dirt and scratches which the acetate chip protector collects in short order.

c. To speed up the process and prevent scratching of the chip, many analysts began to cut one side of the acetate sleeve so the chip could be removed and replaced easily without further scratching. The result was a sleeve similar to Exhibit 2.

2. Suggestion: The suggester proposed that acetate sleeve protectors be designed to look like Exhibit 3. Advantages would be to:

a. Save man hours; analysts would not have to cut open the acetate sleeve as many did in the past.

b. Probably save manufacturing costs.

c. Insure better protection of the film.

B. Evaluations

1. NPIC tested the suggestion for one year. Several new versions of the glassine sleeve were tried but the suggested one

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was adopted for general use and procurement. The new sleeve largely eliminates the danger of scratching and is easier to work with in the photographic interpretation process.


2. The NPIC Suggestion Panel was unable to determine any tangible savings. They recommended an award of \$25.00 (SLIGHT/LOCAL).

C. Recommendations by Executive Secretary

1. Not in line of duty.
2. \$25.00 award (SLIGHT/LOCAL).

D. Decision of the Chairman

25X1A

  
A/Chairman, Suggestion Awards Committee

5 Oct 66

Date

25      20  
Award

Enc. 3 (with original only)

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EXHIBIT NO. 1

EXHIBIT NO. 2

EXHIBIT NO. 3

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A SUGGESTION NO. 66-78: dated 22 September 1965

[REDACTED]  
Analyst, GS-9  
DDS/OS/SRCD/CAS

30 SEP 1966

A. Summary of Suggestion

The suggester proposed a single form "Personnel Security Pledge and Name Check Information Release" (Exhibit A) to replace the following forms:

Exhibit B - Form 1024B, "Name Check Information Release"

Exhibit C - Form 2095, "Release of Personnel Security Information Pledge"

B. Evaluations

1. The new form, No. 2689, (Exhibit A) has been printed.
2. Costs reduced as a result of this change exceed \$800 annually divided as follows:

|   |       |
|---|-------|
| a. Printing (5,000/6,000 forms used annually)   | \$250 |
| b. Professional Time (100 hours) of one GS-13 and one GS-9 (Average rate per hour \$5.75) | 575   |
| c. Filing Space (2 feet per year)   | 4     |

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$40 award based on annual savings of \$800.

D. Decision of the Chairman

[REDACTED]

A/Chairman, Suggestion Awards Committee

5 Oct 66  
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PERSONNEL SECURITY PLEDGE AND  
NAME CHECK INFORMATION RELEASE

|                                       |                |                   |      |
|---------------------------------------|----------------|-------------------|------|
| NAME OF SUBJECT (LAST, FIRST, MIDDLE) |                | REQUESTING AGENCY | DATE |
| DATE OF BIRTH                         | PLACE OF BIRTH | DATE OF REQUEST   |      |

IN \_\_\_\_\_ 19\_\_\_\_, NATIONAL AGENCY NAME CHECKS WERE CONDUCTED  
ON THE SUBJECT WITH THE FOLLOWING RESULTS:

|     |     |      |       |          |     |      |     |     |  |  |  |  |  |
|-----|-----|------|-------|----------|-----|------|-----|-----|--|--|--|--|--|
| FBI | ONI | ACSI | STATE | PASSPORT | CSC | HQIA | OSI | I&N |  |  |  |  |  |
|     |     |      |       |          |     |      |     |     |  |  |  |  |  |

P - POSITIVE

N - NEGATIVE

REMARKS:

AS A DULY ACCREDITED REPRESENTATIVE OF THE REQUESTING AGENCY NAMED ABOVE, I  
UNDERSTAND THAT ALL PERSONNEL SECURITY INFORMATION RELEASED TO ME CONCERNING THE  
SUBJECT BY REVIEW OF HIS FILE, BY MEMORANDA, BY COPIES OF REPORTS, OR BY ANY OTHER  
MEANS IS FURNISHED IN STRICT CONFIDENCE IN CONNECTION WITH MY OFFICIAL DUTIES.  
ACCORDINGLY, I HEREBY PLEDGE THE FOLLOWING:

1. THE INFORMATION IS FOR OFFICIAL UNITED STATES GOVERNMENT USE ONLY AND  
WILL BE HANDLED IN ACCORDANCE WITH ITS CLASSIFICATION.
2. THE INFORMATION, THE SOURCE THEREOF, THE IDENTITY OF INFORMANTS, AND  
THE COLLECTION METHODS WILL NOT BE DIVULGED NOR DISSEMINATED TO ANYONE,  
EXCEPT OFFICIALS OF THE REQUESTING AGENCY NAMED ABOVE ON A STRICT NEED-  
TO-KNOW BASIS.
3. THE INFORMATION WILL NOT BE DIVULGED IN ANY HEARING OR BOARD ACTION  
WITHOUT THE PRIOR WRITTEN CONSENT OF THE CENTRAL INTELLIGENCE AGENCY  
*ORIGINATING AGENCY.*

|                    |
|--------------------|
| RELEASED BY (NAME) |
| FILE NUMBER        |

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NEW FORM No. 2689

EXHIBIT A



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(When Filled In)

## NAME CHECK INFORMATION RELEASE

|  |                |                   |
|--|----------------|-------------------|
| NAME OF SUBJECT ( <i>last, first, middle</i> ) |                | DATE              |
|  |                | REQUESTING AGENCY |
| DATE OF BIRTH                                  | PLACE OF BIRTH | DATE OF REQUEST   |

In \_\_\_\_\_ 19 \_\_\_\_, National Agency Name Checks were conducted on the Subject with the following results:

| FBI | ONI | ACSI | STATE | PASSPORT | CSC | HCUA | OSI | I&N |  |  |  |
|-----|-----|------|-------|----------|-----|------|-----|-----|--|--|--|
|     |     |      |       |          |     |      |     |     |  |  |  |

P - POSITIVE

N - NEGATIVE

This information is furnished to you in strict confidence. The source and the contents of this memorandum should not be disseminated outside your office.

SECRET  
(When Filled In)

# RELEASE OF PERSONNEL SECURITY INFORMATION PLEDGE

|                                       |                   |
|---------------------------------------|-------------------|
|                                       | DATE              |
| NAME OF SUBJECT (Last, First, Middle) | FILE NO.          |
| RELEASING OFFICER                     | REQUESTING AGENCY |

As a duly accredited representative of the Requesting Agency named above, I understand that all personnel security information released to me concerning the Subject by review of his file, by memoranda, by copies of reports, or by any other means is furnished in strict confidence in connection with my official duties. Accordingly, I hereby pledge the following:

1. The information is for official United States Government use only and will be handled in accordance with its classification.
2. The information, the source thereof, the identity of informants, and the collection methods will not be divulged nor disseminated to anyone, except officials of the Requesting Agency named above on a strict need-to-know basis.
3. The information will not be divulged in any hearing or board action without the prior written consent of the Central Intelligence Agency.

SIGNATURE

DATE

TITLE

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-139: dated 8 December 1965

25X1A

CE/IO, GS-8

25X1A

DDP/[REDACTED]

30 SEP 1966

SUGGESTION NO. 66-191: dated 9 February 1966

25X1A

Analyst, GS-8

25X1A

DDP/RID/[REDACTED]

A. Summary of Suggestion

The suggesters made the following recommendations for improvement in the Agency cable forms:

1. No. 66-139: Make the phrase "Classify to File No. \_\_\_\_\_" larger or move it so that the file number can be more readable. Some files have six numbers plus 201; other subject country or project files with their dashes and slashes need more space because the term "CLASSIFIED MESSAGE" leaves no room to expand. She found that some material was not filed properly due to the fact that numbers, etc., were not legible due to the lack of space. She recommended that either "CLASSIFIED MESSAGE" be centralized or the term "Classify to File No." be shifted to the top to allow for more space.

2. No. 66-191: That space be provided on the cable for the signee to indicate the appropriate branch to which the cable should be returned. The top left side of the form could be changed to add the following: ☐ Return to \_\_\_\_\_ Branch  
Signature \_\_\_\_\_

B. Evaluations

1. RID recommended that the above changes be included in the next printing of the cable forms scheduled in July or August 1966.

2. The Cable Secretary says that these changes have been included in the cable forms recently ordered for printing: Forms 3006, 3010, 3011, 3012, 3013, 3014 and Outgoing Form 12.

3. RID rated each suggestion SLIGHT/LOCAL.

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C. Recommendations by Executive Secretary

1. Not in line of duty.
2. Total award of \$50 (SLIGHT/LOCAL) - \$25.00 to each suggester.

D. Decision of the Chairman

25X1A

  
A/Chairman, Suggestion Awards Committee

*5 Oct 66*

Date

*\$1*  
*50* -

Award

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30 SEP 1966

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-196: dated 18 February 1966

██████████ Analyst, GS-7, DDP/RID/██████████  
██████████ Intelligence Assistant,  
GS-8, DDP/██████████

25X1A

25X1A

25X1A

25X1A

A. Current Status

An award of \$50 was approved for this suggestion on 15 June 1966 by the Alternate Chairman, Suggestion Awards Committee. (Case summary is attached).

25X1A

Prior to presentation of the award to ██████████, the Chief, RID reported that another employee had submitted a similar proposal directly to RID in memorandum form. Specifically, ██████████ of the ██████████ prepared a memorandum on 4 November 1965, and discussed it with ██████████ RID and a number of analysts at that time. The suggestion was not then implemented because RID believed the interest of the ██████████ would not most efficiently be served by following it.

25X1A

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25X1A

Subsequently, when this same idea was surfaced by ██████████ it was re-examined and the practice common to both suggestions was instituted.

B. Additional Evaluation

RID returned the award check for ██████████ to the Committee's Staff. In view of the oversight, and in fairness to each employee who contributed to adoption of the new procedure, RID recommends that the award be divided equally between ██████████

25X1A

25X1A

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Revoke approval of 15 June 1966 granting \$50 award to ██████████
3. \$50 award (Slight/Local) to be divided equally between ██████████

25X1A

25X1A

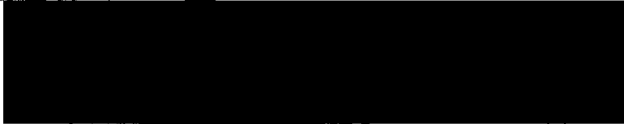
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D. Decision of the Chairman

25X1A



A/Chairman, Suggestion Awards Committee

*5 Oct 66*

Date

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-196: dated 18 February 1966

██████████  
Analyst, GS-7  
DDP/RID/██████████

14 JUN 1966

25X1A

25X1A

A. Summary of Suggestion

1. Former Method:

a. RID Mail Room did not separate FBI travel slips according to visa categories. They were lumped together or coversheeted individually, in no coherent manner, and sent directly to RID/██████████ wasting many cover sheets. 25X1A

b. RID analysts spent excessive time sorting FBI documents, checking for 201 numbers against machine lists, having RID/201 perform a second check (if RID/██████████ could not initially find the 201 number), then sorting subjects with 201 numbers from those without, and finally performing the RID/██████████ mail room coversheeting function.

25X1A

25X1A

2. Suggestion:

The suggester proposed a systematic procedure to speed the flow of FBI document traffic through RID. His sketch is attached.

B. Summary of Evaluations

1. RID adopted the features of this suggestion beginning in April 1966. They said that a further advantage, not stated by the suggester, is the reduction of abstract records prepared which means fewer analytical judgments in RID/██████████ fewer typing operations in RID/██████████ less computer input and less handling of paper in the DDP country branches.

25X1A

25X1A

2. The new procedure was coordinated with CI Staff. RID rated the value as SLIGHT-LOCAL.

C. Recommendation of Executive Secretary

1. Not line of duty.


2. \$50 award (Slight/Local)

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D. Decision of the Chairman

25X1A

  
\_\_\_\_\_  
A/Chairman, Suggestion Awards Committee

15 June 66  
Date

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B2, NI TYPE VISAS: SENT DIRECTLY AS A COVERSHEETED GROUP FOR PROCESSING

25X1A

1.

25X1A

RID  
MAILROOM

RID/201

RID/

25X1A

2.

25X1A

SENT INDIVIDUALLY COVERSHEETED FOR PROCESSING WITH 201 NUMBER PROVIDED

RID  
MAILROOM

ALL OTHER VISA TYPES  
(EXCEPT B2, NI)

RID/201

RID/

INDIVIDUAL SLIPS SENT FOR COVERSHEETING  
WITH 201 NUMBER PROVIDED

25X1A

25X1A

3.

SENT AS A COVERSHEETED GROUP FOR PROCESSING

RID  
MAILROOM

ALL OTHER VISA TYPES  
(EXCEPT B2, NI)

RID/201

RID/

SENT FOR COVERSHEETING AS A GROUP IF  
SUBJECTS ARE WITHOUT AN ASSIGNED  
201 NUMBER

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-214: dated 12 January 1966

25X1A

[REDACTED]  
Clerk-Typist, GS-5  
DDI/NPIC/CSD/Research Branch

30 SEP 1966

A. Summary of Suggestion

1. Former Method:

a. To service requests for small numbers of target briefs, copies from the CSD Master Target Brief Files were duplicated (Xerox). The security control number (TCS) was typed or written on each page, then the top and bottom stamped for the proper security control channels.

b. The term "Work Copy" was eliminated from each page with a black grease pencil. The duplicated target briefs were stapled and the appropriate security control sheet attached.

c. While time consuming, this method was faster than submitting a request for a computer selection and print, because of the lack of the random access capability in the NPIC computers. For example, the computer might search as many as 18,500 target briefs to select a request for 25.

2. Suggestion: The suggester proposed that a plastic template or card be placed on the Xerox machine containing the appropriate security control channel stamps, security control number, and date constructed in such a manner that the frame masks the words "Work Copy." The target briefs are placed within the template or frame (one page at a time) until the desired number is copied. The template can be used indefinitely by use of sticky back paper to change only the security control number and date. (The frame used is codeword classified and available upon request from NPIC.)

B. Evaluations

1. NPIC adopted the new system in November 1965. Estimated annual savings are \$750.00 yearly. (Reproduction of 9,000 pages of target briefs at a savings of two minutes each or 300 hours at a GS-5 salary of \$2.49 hourly.)

2. The NPIC Panel recommended an award based upon estimated tangible savings of \$800 annually.

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B. Evaluations (Cont'd)

3. Other offices of the DDI said they could not use this technique to advantage.

C. Recommendation by Executive Secretary

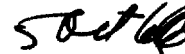
1. Not line of duty.

2. \$40 award based upon 5% of annual tangible savings of \$800.00.

D. Decision of the Chairman

25X1A

  
A/Chairman, Suggestion Awards Committee



Date

  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-230: dated 30 March 1966

[REDACTED]  
Security Officer, GS-12

30 SEP 1966

[REDACTED]  
Research Analyst, GS-10  
DDS/OS/PS/SR&CD/RB

25X1A

25X1A

A. Summary of Suggestion

1. Former Method: The suggesters observed that the Records Retirement Program within Security Records Division was backlogged, time consuming, and inefficient. They described the waste and shortcomings of the Office of Security records retirement system and requested permission to conduct a complete re-organization.

2. Adopted Suggestion: As a result, these improvements were made:

a. The assembly, in numerical sequence, of a complete listing of an estimated 75,000 files retired by SRD since the inception of the Records Retirement Program in 1960. In addition, they extracted the subject's name, date of birth, and the job and box number indicating the files location at the Records Center. Thus they were able to determine in one operation if a file had been retired, whether it was identical, and where it was maintained at the Records Center.

b. Elimination of the assorted notebooks that contained previous retirement information which were inaccurate and created much confusion and lost research time and effort.

c. Disposal of a collection of about 40,000 - 3 x 5 reference cards relating to Retired files, including the abolishment of the preparation of any future cards. Operation of this collection was costly.

d. Eliminated the placing in individual preprinted manila-type envelopes each file retired to the Records Center.

e. Abolished the preparation and maintenance of shelf listings.

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f. Eliminated the necessity to recall files from the Records Center to file incoming correspondence. A large volume of correspondence dating back to 1960 was filed in the respective dossiers during the recent review of the files. As a result of the elimination of the backlog, the Records Center agreed to interfile future correspondence if forwarded on a daily basis.

g. Abolished the flexowriter operation as part of the Records Retirement System.

h. Tripled OS/SRCD's file retirement capability.

i. Automation of OS/SRCD's File Retirement Program. Machine listings were printed out and now serve as their centralized files retired reference tool. Today, a file is retired by punching an IBM card and reactivated now in the same manner.

B. Evaluations

1. Chief, OS/SRCD said that the advantages to OS are set forth in the above description of accomplishments.

2. Chief, Records Administration Staff, DDS reported that the methods described in this suggestion have been put into effect. He said the annual monetary savings by the Records Center amounts to \$1,057 based upon the cost of storage and servicing the 650 cu. ft. of records eliminated by this program.

3. [REDACTED] Group studied this case and reported it contributes nothing new to their system.

C. Recommendation by Executive Secretary

1. Beyond line of duty. (The suggester did not have the authority to change established OS and SRCD procedures.)

2. \$50 award based upon 5% of annual tangible savings of \$1,000 to be divided equally between the suggesters.

D. Decision of the Chairman

\_\_\_\_\_  
A/Chairman, Suggestion Awards Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-235: dated 13 April 1966

Operations Officer, GS-13  
DDP/WH/

30 SEP 1966

25X1A  
25X1A

A. Summary of Suggestion

The suggester said that Form 179b (copy attached) is included in all Clandestine Services Personality (201) Dossiers received from RID on a temporary charge-out. Instructions for permanent retention of the file include notifying RID and destroying the form.

The suggester proposed that when permanent file retention is desired, RID should be notified as usual, and Form 179b removed and returned through the mail system for reuse.

B. Evaluations

1. RID concluded that the manual work required for handling the returned forms would cost more than the destruction of the form.

2. However, as a result of the suggestion, RID reviewed the procedures involved. RID now contemplates printing the instructional information on the 201 folders as a permanent record thereby eliminating the need for Form 179b. Because of the suggester's indirect assistance, RID recommended a nominal award.

C. Recommendation of Executive Secretary

1. Not in line of duty.

2. \$15 award (ADVISORY)

D. Decision of the Chairman

25X1A

A/Chairman, Suggestion Awards Committee

5 Oct 66  
Date

15  
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 65-138: dated 25 November 1964

[REDACTED]  
Courier, GS-5  
DDS/OL/LSD/MCB

14 JUN 1966

A. Summary of Suggestion

1. Background: Since 1962, Mail and Courier Branch used green type #2 mail bags upon the recommendation of the Office of Security for the delivery of Intra-Agency mail to differentiate between the grey Post Office type bags that were used to send stamped mail and packages from the Agency Mail Room to the Post Office. At the same time, bulk mailing activities such as the Printing Services Division and the Library sent classified mail destined for other Government agencies in grey Post Office type #2 and #3 bags. Occasionally, these grey bags were delivered to the post office by mistake.

2. Suggestion: That green #2 and #3 mail bags be purchased and issued to Agency offices for classified and non-classified mail in order to avoid sending classified mail to the Post Office Department.

B. Summary of Evaluations

1. Green bags were very expensive -- \$9.98 (#2) and \$9.60 (#3). An initial order of about 1,000 bags would be necessary to extend use Agency-wide.

2. Green bags were not adopted since 1962 for Agency-wide use because of their high cost. While this suggestion was not practical, a small supply of green bags was furnished the Library in December 1964, representing partial adoption.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$15 award (Advisory)

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D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

15 Jun 66  
Date

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|  |          |                      |
|--|----------|----------------------|
| TRANSMITTAL SLIP   |          | DATE<br>10 June 1966 |
| TO: [REDACTED]   |          |                      |
| ROOM NO.   | BUILDING |                      |
| REMARKS:<br><p>Copy of a related suggestion, No. 66-144, which we have prepared for the 16 June 66 meeting is attached.</p> <p>We think that 65-138 deserves minimum credit.</p> <p>No. 66-144 knew the problem for years and was about the first to hear of "flaps" -- (classified mail going to the post office). He deserves, in our opinion, the most credit for working out an economical SOLUTION.</p> |          |                      |
| FROM:  |          |                      |
| ROOM NO.   | BUILDING | EXTENSION            |

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-19: dated 8 July 1965

RID/Analyst, GS-6

DDP/RID/

14 JUN 1966

25X1A

25X1A

A. Summary of Suggestion

The suggester recommended substituting the term "Current Location" for "Residence" on Form 1896, "Document Input Record". He found that the term "Residence" often was used by area desk officers to report the permanent domicile of individuals to be indexed, and a loss of uniformity resulted.

B. Summary of Evaluations

1. The amended Form 1896, copy attached, was printed in April 1966. Annual use is about 22,000 forms. RID said the change in wording conforms to present index card format. Several hundred index entries are typed from these forms weekly which should result in greater reporting uniformity.

2. RID rated the improvement as SLIGHT-LOCAL. Chief, DDP Systems Group concurred.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$35 award (Slight/Local)

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Date

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## DOCUMENT INPUT RECORD

FROM:

☐ ABSTRACT  
☐ INDEX

☐ INCOMING  
☐ OUTGOING

TO

DATE

RECEIVED

FORWARDED

OFFICERS  
INITIALS

INSTRUCTIONS

RID

RID

1. INDICATE DESIRED DISTRIBUTION OF INDEX CARDS

IN "AN" BLOCK, USING FOLLOWING SYMBOLS:

H - HQ'S INDEX ONLY ZR - X-REF.

F - FIELD CARD FR - X-REF.. FIELD CARD

X - FIELD &amp; HQS INDEX

2. ENTER DESK NON-COUNTRY CODE IN "INFO ADDRESSEE"  
BLOCK TO OBTAIN DESK CARDS.

DOCUMENT SYMBOL &amp; NUMBER

CS FILE NUMBER

FILE TITLE

DOCUMENT DATE

DOCUMENT SUBJECT

INFO ADDRESSEES

## CROSS REFERENCE TO FOLLOWING FILES

CS FILE NUMBER

CS FILE NUMBER

CS FILE NUMBER

CS FILE NUMBER

## INDEXING INFORMATION

1

AN

SURNAME

GIVEN NAME

MIDDLE NAME

201-

SEX

DATE OF BIRTH (Da-Mo-Yr)

PLACE OF BIRTH (Country, City/Town)

CITIZENSHIP

OCCUPATION

LOCATION (Country - City - Street Address)

OTHER NAMES (AKA, Alias, Maiden)

PAGE NO.

ADDITIONAL INFORMATION

2

AN

SURNAME

GIVEN NAME

MIDDLE NAME

201-

SEX

DATE OF BIRTH (Da-Mo-Yr)

PLACE OF BIRTH (Country, City/Town)

CITIZENSHIP

OCCUPATION

LOCATION (Country - City - Street Address)

OTHER NAMES (AKA, Alias, Maiden)

PAGE NO.

ADDITIONAL INFORMATION

3

AN

SURNAME

GIVEN NAME

MIDDLE NAME

201-

SEX

DATE OF BIRTH (Da-Mo-Yr)

PLACE OF BIRTH (Country, City/Town)

CITIZENSHIP

OCCUPATION

LOCATION (Country - City - Street Address)

OTHER NAMES (AKA, Alias, Maiden)

PAGE NO.

ADDITIONAL INFORMATION

4

AN

SURNAME

GIVEN NAME

MIDDLE NAME

201-

SEX

DATE OF BIRTH (Da-Mo-Yr)

PLACE OF BIRTH (Country, City/Town)

CITIZENSHIP

OCCUPATION

LOCATION (Country - City - Street Address)

OTHER NAMES (AKA, Alias, Maiden)

PAGE NO.

ADDITIONAL INFORMATION

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~~CONFIDENTIAL~~SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-69: dated 16 August 1965

Intell Asst, GS-7

DDP/EE/

14 JUN 1966

25X1A  
25X1AA. Summary of Suggestion

The suggester made a device to guard a single drawer of a Diebold safe which permits the other drawers to remain open for normal business. The device was used at the [REDACTED] to guard against surreptitious entry to a drawer containing money. (Photo is attached.)

25X1A

B. Summary of Evaluations

1. TSD said that only minor design changes would make the device equally applicable to most other multiple drawer safes. Six devices were made at the TSD Quick Reaction Facility for use on Remington Rand safes to protect "Eyes Only" and other sensitive material. However, OS disapproved the device on the Remington Rand cabinet since its use constitutes a security hazard by precluding the proper checking of the cabinet once it had been secured. Because of the locking mechanism on the Remington Rand cabinet, the thumb latch must be depressed and the drawer pulled forward to ensure that the drawer is held in place by the locking bar on the side of the drawer and not by the thumb latch itself.

2. OS had no objections to use of the device on the Diebold safe as illustrated. This safe is secured by independent bolts in each drawer activated by the thumb latch. Thus it is relatively certain that the drawer on which the device is used is secured, once the control drawer is locked and the inter-locking mechanism is in place. However, OS has other devices that can be used as a "U" bolt and lock which they consider to be stronger and more effective. Thus, the suggester's model was adopted only as a "field expedient" at the [REDACTED]

25X1A

3. Chairman, CIA Patent Board says the Board will probably vote commercial rights to the inventor; but that the device is probably not patentable -- there is nothing new or novel about it.

~~CONFIDENTIAL~~

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C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 award (Slight/Local)

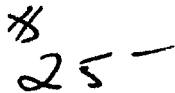
D. Decision of the Chairman

25X1A

  
A/Chairman, Suggestion Award Committee



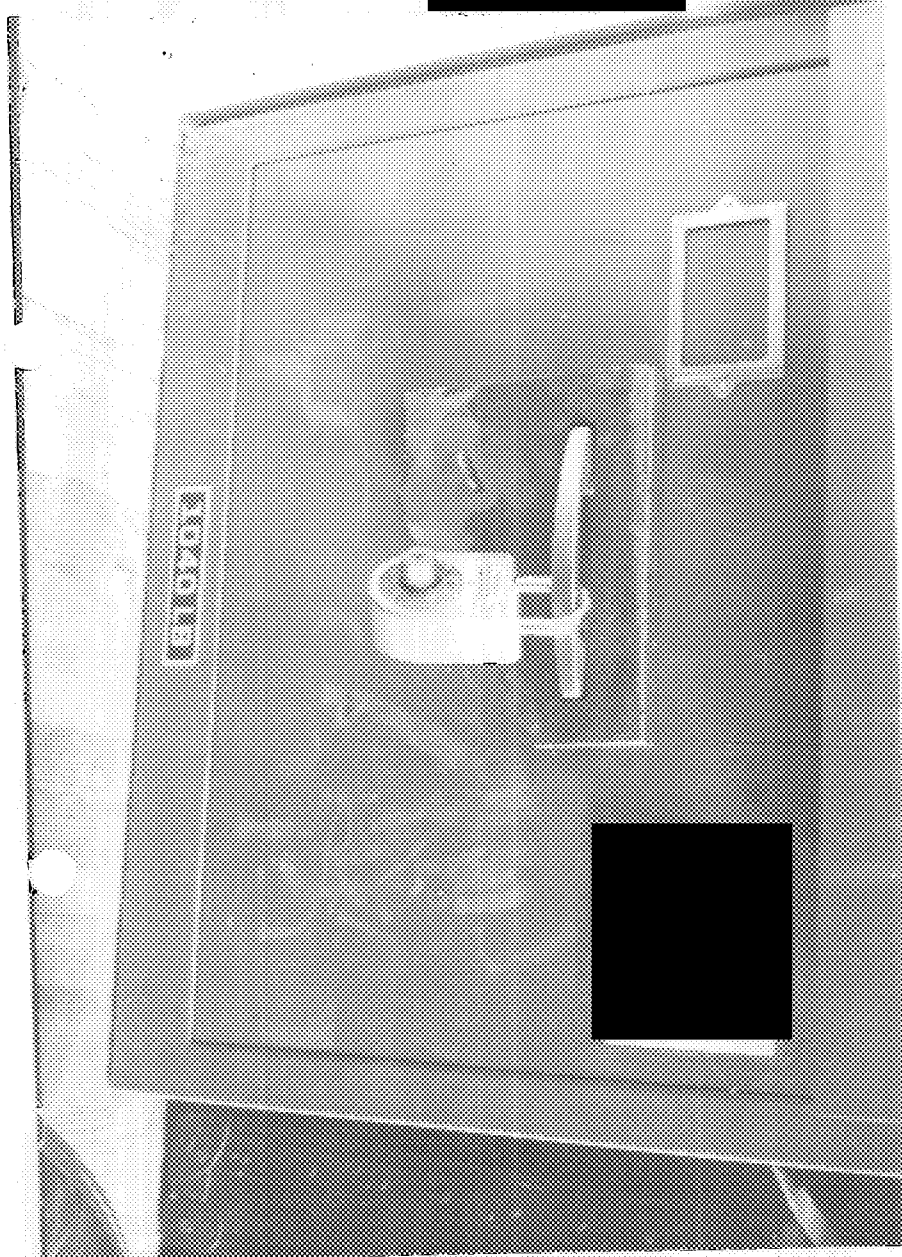
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Award

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25X1A

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b. However, an employee can determine the name of the company handling his shipment when the truck comes to pick up his household goods. At that point in time, he can and should call the firm and ask them the name, telephone number and address of their representative in [REDACTED] or wherever. He can also ask this firm the government bill of lading member. As a result of this suggestion, CPB employees advise travellers of this procedure.

25X1A

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$15 Advisory Award.

D. Decision of the Chairman /

[REDACTED]  
A/Chairman, Suggestion Awards Committee

15 June 66  
Date

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Award

25X1A

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-194: dated 21 February 1966

14 JUN 1966

STATINTL

Chief, Carrier Maintenance, S-9 (GS-10 equivalent)  
DDS/OL/LSD/MCB/CMS

A. Summary of Suggestion

1. The Carrier Maintenance Section purchased the Lamson Corporation complete rear skirt and fastener strap assembly with cover for \$6.85 each. The assembly is affixed to the end of all carriers on the 4" round, 3-dial Pneumatic Tube System to hold the material intact.

2. The suggester proposed use of the hard rubber covers from damaged leather skirt assemblies (which can be used indefinitely), then purchase only the rear skirt and fastener strap from Lamson for \$4.50 each. In this way, Carrier Maintenance would use the old cover and fasten it to the skirt with two pop rivets.

B. Summary of Evaluations

1. OL adopted the new method on 1 April 1966. A total of 403 rear skirt and fastener strap assemblies were purchased from Lamson, most of which have been used; a second order has been placed for 300 more assemblies.

2. There are more than 600 carriers in the system. Carrier Maintenance estimates that replacement of assemblies on about 400 carriers annually is a conservative estimate and that net annual cost savings would be about \$900.

C. Recommendation of Executive Secretary

1. Not in line of duty.
2. \$45 award based upon 5% of \$900 tangible savings.

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Date

15 JUN 66

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-217: dated 15 March 1966

██████████  
Analyst, GS-10  
DD/S&T/OSI/NED/W&T

14 JUN 1966

A. Summary of Suggestion

1. Problem: The double doorway inside the "G" corridor stairwell on the first floor was hinged in such a manner as to leave the door on the left (coming downstairs) in the way of traffic whether open or closed, thus constricting passage. (Sketch attached.)

2. Suggestion: Rehinge the left door (Door A) to open in the opposite direction or rehing both doors to open in the opposite direction. This would permit a safer and higher volume traffic flow especially during peak periods and during an emergency.

B. Summary of Evaluations

1. The CIA Safety Officer said that rehinging one or both doors to open against traffic patterns would violate National Fire Codes. While investigating this suggestion with representatives of the Special Intelligence Security Staff, it was discovered that the need for the cage on the landing had been obviated.

2. The Office of Logistics, at the Safety Officer's request, removed the doors to the cage and placed them in storage. This permits unrestricted travel on the stairway. Thus action taken was "triggered" by this suggestion.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$15 Advisory Award

D. Decision of the Chairman

██████████  
A/Chairman, Suggestion Awards Committee

15 JUN 66  
Date

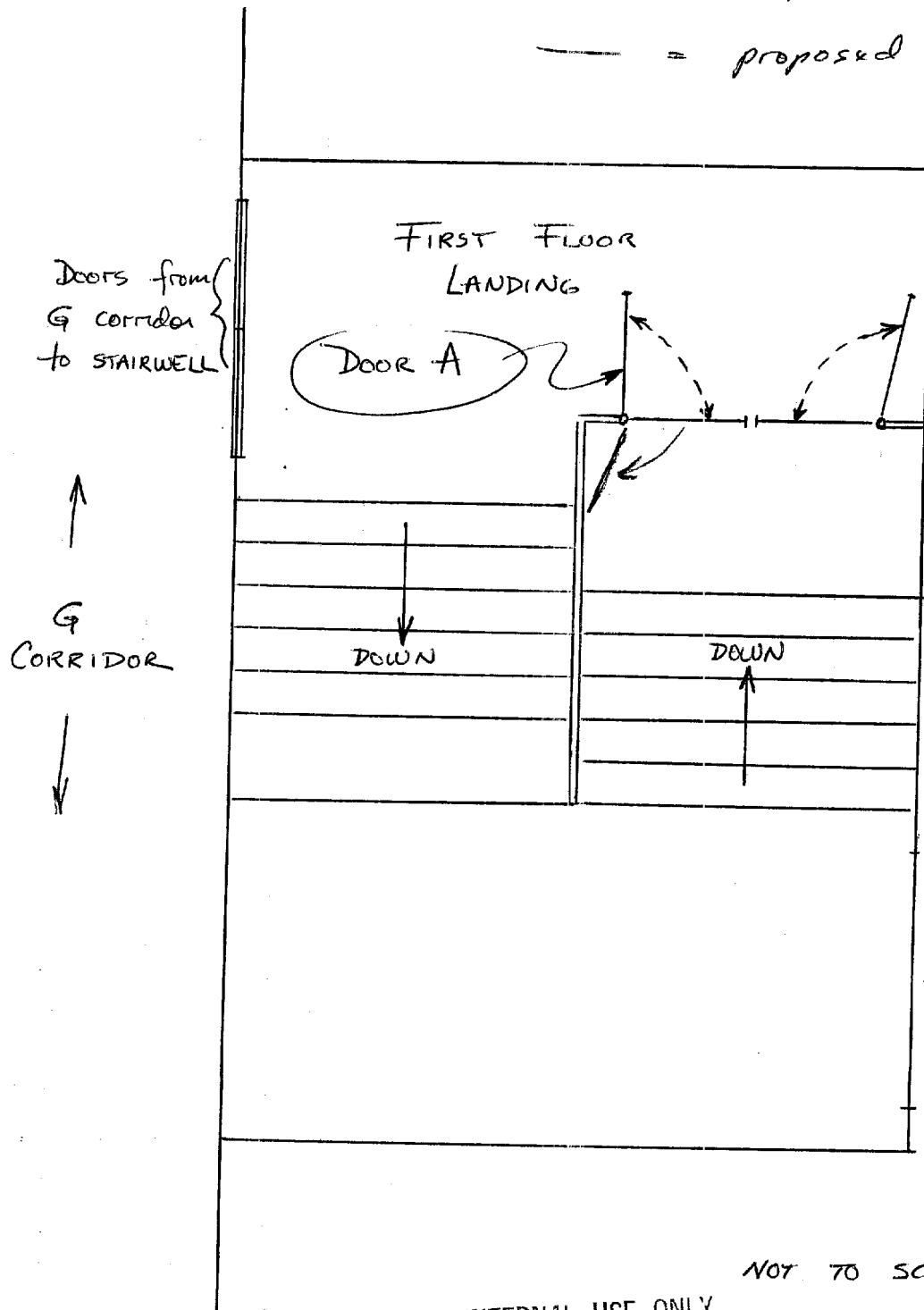
STATINTL

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SKETCH SHOWING STAIRWELL CONGESTION CAUSED  
By Door (A) INSIDE G CORRIDOR  
STAIRWELL ON FIRST FLOOR

— = proposed change



NOT TO SCALE

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-221: dated 23 March 1966

STATINTL

Librarian, GS-5  
DDI/OCR/LY/Doc Search.

14 JUN 1966

A. Summary of Suggestion

The Library charged out a document by stapling Form 1395 to a charge-out card. Repeated stapling soon made the card unuseable. The suggester recommended attaching a cellophane pocket to the charge-out card in which a copy of the Form 1395 complete with information could be inserted.

B. Summary of Evaluation

The Library adopted this suggestion in January 1966. Estimated savings are:

1.5 minutes per request (approx. annual number of requests - 7,750).

At the rate of \$3.00 average hourly salary of clerk/searcher and 5.5 cents per request, savings exceed \$400 annually.

Under the former system employees often hurt their fingers with staples left in old charge-out cards. Also, now the cards will last longer.

C. Recommendation of the Executive Secretary

\$35 award based upon: 5% of annual savings of \$400 (\$20)  
plus \$15 for intangible benefits.  
(Slight/Limited)

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

15 JUN 66  
Date

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Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-224: dated 4 April 1966

STATINTL

Admin Asst, GS-7  
DDI/OCI/Admin

14 JUN 1966

A. Summary of Suggestion

1. Repairmen and Tradesmen visiting Headquarters Building were directed to park in the area of the North Loading Dock. However, they were required to sign-in at either the Main entrance, the Northeast entrance or the South Loading entrance which necessitated walking around part of the building (often carrying tools). Upon completion of their business, they returned their badge and signed out at their point of entry, then walked outside the building to their vehicle at the North Loading Dock.

2. The suggester recommended that the guard stationed at the North Loading entrance be given authority to sign-in repairmen and tradesmen and issue visitor badges.

B. Summary of Evaluations

1. OS has adopted the suggestion. A maximum of about 30 repairmen and tradesmen will benefit from this change daily. OS rated the benefits SLIGHT-LIMITED.

2. The change gives tradesmen more direct access to the building which should expedite service.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 award (Slight/Local)

D. Decision of the Chairman

STATINTL

A/Chairman, Suggestion Awards Committee

Date

15 June 66

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14 Jun 66

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A "matter of convenience" but If  
service is expedited the Agency benefits too.

I figure we have about 7,000 to 8,000  
visits annually (30 daily) by tradesmen so  
this can add up.

This is a "public relations" type  
award and someone might say it should not be  
paid because it mainly benefits business people.

*Agree*  
Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010002-0 *JTH*

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 66-283: dated 9 March 1964

STATINTL

Supervisor, GS-7  
O/DCI/Cable Secretariat

SUGGESTION NO. 66-284: dated 12 May 1964

14 JUN 1966

STATINTL  
STATINTL

Ops Officer, GS-14  
DDP/██████████(now overseas)

A. Summary of Suggestions

1. The first suggester noticed waste in the volume of New York Times and Washington Posts delivered to Agency offices, especially on Mondays. He recommended we cut down on newspaper purchases and have the Library keep more copies of each paper for our employees.

2. The second suggester proposed that the Agency reduce its purchase of Saturday and Sunday editions of the New York Times by at least 80% to save thousands of dollars. He said that the New York Times was received at about 35 desks in AF Division at a cost of about \$20.00 per week. He observed that very few people bother on Mondays to read Saturday and Sunday newspapers, except to perhaps take home the magazine and book review sections. For those who need week-end papers, he proposed that several copies be procured and kept at the division or branch level. He recommended a survey to bear out his findings.

B. Summary of Evaluations

1. We find that the use of newspapers by Agency offices was of concern to "management" for sometime. For example, Chief, Audit Staff sent an audit report on 28 January 1964, concerning the cost of newspaper orders. Also, the Executive Director/Comptroller at the Financial Policy Budget Committee meeting of 21 January 1964 mentioned economies such as this as directed by the President. Then on 5 March 1964, Mr. John Clarke requested all offices to review book and publication requirements.

2. Exec-Dir/Comptroller/PPS officers say they used these suggestions as examples in their discussions about budget cuts.

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OCR had been responsible for procurement of Agency newspaper needs since 1964. In mid-1965, OCR was given full budget responsibility for all purchases of Agency newspapers.

3. As a result of "management" directives and not these suggestions, OCR, in July 1964, compiled the following tabulation of the three major Sunday newspapers:

| <u>Paper</u> | <u>Before<br/>1964 Study</u> | <u>Right After<br/>1964 Study</u> | <u>May 1966<br/>Purchases</u> | <u>Current Subscription<br/>Price Per Year</u> |
|--------------|------------------------------|-----------------------------------|-------------------------------|--|
| NY Times     | 491                          | 340                               | 351                           | \$26.00  |
| Wash Post    | 71                           | 44                                | 61                            | 13.00  |
| Wash Star    | 13                           | 11                                | 18                            | 8.10   |

Current annual savings amount to about \$3,730. No savings are realized by eliminating Saturday issues. Monday through Friday subscriptions cost more than Monday through Saturday subscriptions.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (Slight/Extended) for "triggering" these economies. The sum to be divided equally between the suggesters.

D. Decision of the Chairman



A/Chairman, Suggestion Awards Committee

15 Jun 66  
Date

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Award

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